

**State of Michigan**

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

**Office Work Area Requirements**

Agency: Design & Construction Department: DMB Location: UP				Contact Person: Telephone: Email:				Creation Date: Revised Date:			
						Current Space Needs		Future Space Needs			
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)	
Department Director	Enclosed Office	350		x		0		0	0		
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0		
Division Heads or Chiefs, Agency Director (17 & above)	Enclosed Office	180		x	1	0	0	1	0		
Special Designation Office (requires justification)	Enclosed Office	150	300	x	1	300	0	1	300	Office space will be utilized for maintaining records and files for all Upper Peninsula Design & construction Contracts and Plan Review. In addition to being the UP Project Director's Office.	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x		0		0	0		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0			
						<b>Total Current Work Area Requirements</b> Staff 1      Area 300		<b>Total Future Work Area Requirements</b> Staff 2      Area 300			

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## Special Support Area Requirements

Agency: Design & Construction Department: DMB Location: UP			Contact Person: Telephone: Email:			Creation Date: Revised Date:			
						Space Needs			
Public Use Space		Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area			N/A	0	x	N/A	0	0	
Service Counter/Waiting Area			N/A	0	x	N/A	0	0	
Security Guard Station			N/A		x	N/A		0	
Interview Rooms			120		x	N/A		0	
Public Access Toilet Facilities			80	80	x	N/A	1	80	Employee must have access to toilets
TOTAL PUBLIC USE SPACE:								80	
Conference & Meeting Space		Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)			800	N/A	x	0		0	
Conference (10-12 Person)			225	N/A	x	0	0	0	
Conference (6-8 Person)			150	N/A	x	0		0	
Conference (2-4 Person)			100	N/A	x	1	0	100	
Team Work Area			120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:								100	
Special Use Space		Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area			80		x	1		80	
Records & Storage		Enclosed file / supply storage.	100		x	0		0	
Copy / Fax Area		(1 for every 30 staff)	36	N/A	x	1		36	
Recycling Station		(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room		(Assumes 20% usage)	100	0	x	0	0	0	Employee will utilize private office space for eating.
First Aid Room			120		x	0		0	
Unassigned Filing		(1 lateral file for 2 staff)	9	N/A	x	1	0	9	300 Square foot office to include file space
LAN / Telecommunications Closet		(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:								311	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS								491	

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### User Defined Area (Non-Standard Office Space)

Agency: Design & Construction			Contact Person:			Creation Date:		
Department: DMB			Telephone:			Revised Date:		
Location: UP			Email:					

						Space Needs		
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)

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**Summary Page**

Agency: Design & Construction		Contact Person:		Date:	
Department: DMB		Telephone:		Date Revised:	
Location: UP		Email:		DMB Project Number:	
	<b>Current Space Needs</b>		<b>Future Space Needs</b>		<b>Comments</b>
	<b>Staff</b>	<b>Area</b>	<b>Staff</b>	<b>Area</b>	
<b>Office Work Area Requirements</b>					
Enclosed Office	1	300	2	300	
Open Office	0	0	0	0	
TOTAL NET WORK AREA REQUIREMENTS:	1	300	2	300	75% net/usable ratio
			<b>Space Needs</b>		<b>Comments</b>
			<b>Area</b>		
<b>Special Support Area Requirements</b>					
Public Use Area				80	75% net/usable ratio
Conference & Meeting Area					
Special Use Area				0	
User Defined Area				0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				80	Access to toilet
TOTAL NET OFFICE SPACE REQUIREMENTS:				380	